

PERSONAL SERVICE CONTRACT FILING CATEGORIES (Institutions of Higher Education *Only*)

PERSONAL SERVICE CONTRACTS/AMENDMENTS	FUND SOURCE	OFM REVIEW OR APPROVAL	FILING PERIOD
SOLE SOURCE Contracts and Amendments (singly or cumulatively awarded to a contractor in a fiscal year period by an agency) \$ 5,000 - \$19,999 (\$5,000 or more state funds)	State Funds*	OFM Review **	10-working day advance filing
	Non-State Funds	Filing not required	N/A
\$20,000 or more (with \$5,000 or more state funds)	State Funds*	OFM Approval	10-working day advance filing
	Non-State Funds	Filing not required	N/A
EMERGENCY Contracts and Amendments \$ 5,000 or more (\$5,000 or more state funds)	State Funds*	OFM Review **	3-working days from date of execution or start of work, whichever is sooner
	Non-State Funds	Filing not required	N/A
COMPETITIVE Contracts and Amendments (not included in categories below) with \$20,000 or more state funds. \$20,000 or more (\$5,000 or more state funds)	State Funds *	OFM Review **	Work may start on or after the working day filed with OFM.
	Non-State Funds	Filing not required	N/A
COMPETITIVE Contracts and Amendments for: Management Consulting, Organizational Development, Marketing, Communications, Employee Training and Employee Recruiting \$20,000 or more (\$5,000 or more state funds)	State Funds *	OFM Approval	10-working day advance filing
	Non-State Funds	Filing not required	N/A
AMENDMENTS to competitive or sole source contracts that result in the contract amount being GREATER THAN 50% of the original contract value or which constitute a substantial change in the scope of work. Contract, when amended, equals \$5,000 or more (\$5,000 or more state funds if Sole Source and \$20,000 or more state funds if Competitive)	State Funds *	OFM Approval	10-working day advance filing
	Non-State Funds	Filing not required	N/A

* State Funds for the purposes of filing means dollars that are: 1) appropriated by the Washington State Legislature, and/or 2) allotted by the agency. If a contract or amendment contains both state and non-state funds, it is filed only if the state-funded portion equals or exceeds: 1) \$5,000 for sole source and emergency contracts, or 2) \$20,000 for competitive contracts. Non-state funded contracts and amendments in these categories are reported to OFM.

** If contract amendments in these categories result in the contract exceeding 50% of the original contract amount or if they make a substantial change in the scope of work, the amendment is subject to OFM approval, rather than to review. Such amendments should be filed under the >50% amendment category, subject to fund source.

NOTES: 1) Subsection 15.30.10.e, lists certain types of amendments that are not subject to filing. 2) Subsection 15.30.90.a lists categories of contracts that are not filed with OFM, but are submitted on an annual report to OFM at the end of each fiscal year.